

## Certifier's Details

Title	Given Name	Middle Name(s)
Family Name		Occupation <sup>1</sup>

Current Residential or Business Address (PO Box not acceptable)

Street Number and Name		
Suburb	State/Territory	Post Code
Contact Telephone Number		

## Categories of Certifiers

<p>1. <b>Legal practitioner</b> enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia</p> <p>2. <b>Judge</b> of a court</p> <p>3. <b>Magistrate</b></p> <p>4. <b>Chief executive officer</b> of a <b>Commonwealth court</b></p> <p>5. <b>Registrar or deputy registrar of a court</b></p> <p>6. <b>Justice of the Peace</b></p> <p>7. <b>Notary public</b> (for the purposes of the <i>Statutory Declaration Regulations 1993</i>)</p> <p>8. <b>Police officer</b></p>	<p>9. <b>Agent of Australia Post</b> in charge of supplying postal services to the public</p> <p>10. <b>Permanent employee of Australia Post</b> with 2 or more years of continuous service employed in an office supplying postal services to the public</p> <p>11. <b>Australian consular or Australian diplomatic officer</b> (within the meaning of the <i>Consular Fees Act 1955</i>)</p> <p>12. <b>Officer</b> with 2 or more years continuous service with one or more Financial Institutions (for the purposes of the <i>Statutory Declaration Regulations 1993</i>)</p> <p>13. <b>Finance company officer</b> with 2 or more years continuous service with one or more Financial Institutions (for the purposes of the <i>Statutory Declaration Regulations 1993</i>)</p> <p>14. <b>Officer or authorised representative</b> of an Australian Financial Services licensee with 2 or more years continuous service with one or more licensees</p> <p>15. <b>Member</b> of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years continuous membership</p>
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Category of referee  Insert relevant number (see list above)

<sup>1</sup> Occupation must fall within those stated under the 'Categories of Certifiers.'

## Administration Only

Name	Membership Number
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## Documents to be Certified

Category

Type of document	
Document Number	
Date of Issue	
Name of person to whom it relates (as stated on document)	

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Name of person to whom it relates (as stated on document)	

Category

Type of document	
Document Number	
Date of Issue	
Name of person to whom it relates (as stated on document)	

**Certifier Statement** (To be completed by the individual authorised to certify the copies of the original documents)  
 I have examined the original identification documents listed above and have endorsed each copy of the identification document in the following manner:

'This is to certify that this is true copy of the original document which I have sighted'

Title	Given Name	Middle Name(s)
Family Name		
Signature		Date
Registration Number (if applicable)		

**Applicants Statement** (To be completed by the owner of the documents being certified)  
 'This is to certify that the original documents that I have provided for copying and certification are true and authentic and obtained in a lawful manner by me'

Title	Given Name	Middle Name(s)
Family Name		
Signature		Date

It is an offence under the Anti-Money Laundering and Counter-Terrorist Financing Act 2006 to give false and misleading information.

## Acceptable Identification Documents

To meet the minimum identification requirements for an individual the following documentation is required:

1 document from Category A; OR

1 document from Category B AND 1 document from Category C.

### Category A

#### Drivers Licence

(must contain photo and current residential address)

### Category B

<p><b>Australian Passport<sup>2</sup></b></p> <p><b>Australian Birth Certificate/Birth Card</b></p> <p><b>Australian Citizenship Certificate</b></p> <p><b>Proof of Age Card</b> issued by Commonwealth, State or Territory (must contain a photograph and signature)</p> <p><b>Health Care Card</b> issued by Centrelink</p>	<p><b>Current Foreign Passport</b> containing an Australian Visa entry and immigration arrival stamp</p> <p><b>Foreign Birth Certificate</b> (must have accredited English translation if in a foreign language)</p> <p><b>Foreign Citizenship Certificate</b> (must have accredited English translation if in a foreign language)</p> <p><b>Pension Concession Card</b> issued by Centrelink</p> <p><b>Pension Concession Card</b> issued by Department of Veteran Affairs</p>
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### Category C

<p><b>Notice from Commonwealth, State or Territory</b> recording financial benefits (<i>issued within last 12 months with the member's current residential address</i>)</p> <p><b>Notice by a local government body</b> recording the provision of services (<i>issued within the last 3 months with the member's current residential address</i>)</p> <p style="text-align: center;"><b>***UNDER 18 YEARS OF AGE ONLY***</b></p> <p><b>Letter from School Principal<sup>3</sup></b> (must contain name, current residential address and time attended the school)</p> <p><b>Medicare Card</b></p>	<p><b>ATO Assessment Notice</b> (<i>issued within last 12 months with the member's current residential address</i>)</p> <p><b>Notice by a utilities provider</b> recording the provision of services (<i>issued within the last 3 months with the member's current residential address</i>)</p> <p style="text-align: center;"><b>***UNDER 18 YEARS OF AGE ONLY***</b></p> <p><b>Current Photographic ID Card Issued by an Educational Institution<sup>4</sup></b> (must contain name and photo of student)</p>
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<sup>2</sup> If expired, expiry date must be within preceding 2 years.

<sup>3</sup> Only acceptable for minors i.e. persons less than 18 years.

<sup>4</sup> Only acceptable for minors i.e. persons less than 18 years.